

POSITION DESCRIPTION – TREASURER

Reports to: Board & Club Membership

Key Relationships: Board
Operational Committees
Club Members
SLSNZ Regional Team

Desirable Attributes: Excellent communication and technology skills, well organised
Financial literacy (bookkeeping, accountancy, financial advisor etc)
Financial planning, strategy and oversight mindset
Honesty, Integrity and Transparency

ROLE PURPOSE

The Treasurer is responsible for the finances of the Club, including guiding the financial governance, strategy, and management of the organisation.

KEY RESPONSIBILITIES

Financial Leadership & Strategic Oversight

- Ensure the Club's finances are managed to achieve the Club's purpose as defined in the constitution
- Ensure Club financial policies and procedures are regularly reviewed and up to date
- Lead the creation and monitor progress of the Annual Budget in collaboration with the Board
- Input into strategy and planning (e.g. financial, asset management, sponsorship, recruitment, risk)
- Lead or support engagement with SLSNZ funding mechanisms (OPEX, CAPEX applications)
- Lead or support fundraising & sponsorship strategy
- Ensure financial accuracy, transparency and integrity across the Club

Board Responsibilities

- Present a monthly Board Report (including bank account current balances, debtors report, income and expenditure, cash flow forecasting, performance against budget, copies of monthly bank statements)
- Attend Board meetings – supporting equality, questioning, healthy discussion, quality decision making and promoting financial best practice
- Ensure ongoing financial compliance with the Incorporated Societies Register and Charities Register

People Leadership & Culture

- Be a role model; engage, inspire, and support Club members and volunteers
- Promote and develop appropriate financial literacy within the Board
- Promote good communication across the Club and between governance and operations
- Support a culture of high standards, strong compliance and health & safety across all club functions

Stakeholder Engagement & Representation

- Liaise with the appointed Accountant to prepare End of Year Accounts & Annual Financial Report
- Liaise with Reviewer if required

Operational Enablement & Club Effectiveness

- Promote the use of systems, processes and technology to reduce admin burden on volunteers
- Delegate tasks appropriately while maintaining responsibility and accountability for outcomes